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TSD/CB Memo #68-215  
25 November 1968

MEMORANDUM FOR: DD/S&T/ORD

ATTENTION :

[Redacted]

SUBJECT : Initiation of Requirement Identification  
and Processing System

REFERENCE : TSD/CB Memo #68-117, 12 June 1968

1. Experience with the coordination process between TSD and ORD has shown some soft spots which it is believed can be firmed up by establishing a TSD requirement identification system and a procedure for routing ORD proposals, submitted for project coordination, into, through and out of TSD.

2. Attached is a listing of currently active TSD requirements levied on ORD identified according to the proposed identification system. The requirement list has been reviewed by the pertinent TSD/D&E branch chiefs and Program Managers; it represents the status of the TSD requirements picture as of date of delivery of this memorandum.

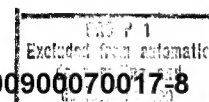
3. Requirement identification number will be assigned in office of C/TSD/CB in which office will be kept a log of active requirements. Each new requirement will be validated by C/TSD/D&E or his designee. Until further notice the statement of requirement will be sent to ORD via [Redacted]

[Redacted] who will insert it into the proper channel in ORD. A duplicate log of requirements will be maintained in OC/TSD D&E.

4. Proposals submitted by ORD for TSD coordination are to be directed to C/TSD/CB who will route them to appropriate TSD personnel. Replies are due within a period of five work days. Replies from within TSD are to be submitted to C/TSD CB who will send them to ORD via OC/TSD/D&E.

5. It is suggested that ORD assign a number to each project response which they propose making to a TSD requirement. This number would identify the TSD requirement by the TSD number with an appropriate symbol defining the particular

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response made by ORD. As an example should three distinct projects be mounted by ORD in response to TSD requirement II-3-69, they might be identified as TII-3-69-1, TII-3-69-2, and TII-3-69-3.

6. TSD will review the requirement list at least semi-annually, removing those which no longer exist, updating others and insuring that all recent requirements have been placed in the system.

7. Current requirement list with TSD designators is attached.



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Chief, TSD/CB

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